#19 General Training Management

This document assists you, the Trainer, in preparing a BidBuy training session. The document includes:

- ✔ Training Setup
- ✔ Training Lab Setup
- ✔ Trainer and Course Procedures

Training Setup

Three Weeks from Start Date:

1. Agency – Determine the appropriate trainer for the group
2. Trainer – Review BidBuy access and course materials
   a. Confirm BidBuy trainer user account access
   b. Review the PowerPoint decks, course instruction materials, and exercises
   c. Gather the list of training attendees
   d. Begin practicing training
3. Secure the facility
   a. Schedule the training lab. Verify:
      i. The facility hasindividual workstations for each attendee,
      ii. The facility has an instructor computer
      iii. Each computer has internet access
      iv. The room contains a white board and markers
      v. A projector is available for the room
   b. Schedule webinar if required. Verify:
      i. A speaker phone is available
   c.

Two Weeks from Start Date (Trainer):

1. Prepare materials for training
   a. Create name tags and agenda for class
   b. Gather and print documentation for class (See Handout List)
      i. PowerPoint Presentation
      ii. Examples
      iii. System Manuals
      iv. Process Manuals
      v. Additional Handouts
         1. Sign-in Sheet
         2. Markers & Pens
         3. Survey
         4. BidBuy Registration Form
         5. Certification of Completion
   c. Request BidBuy Administrator create and/or reset training Login IDs for attendees (?)

       d.   Setup BidBuy Training environment as needed for exercises
2. Practice, Practice, Practice…
3. Contact IT Department for room setup
       a.   Ensure computers have Internet access
       b.   Make sure room has overhead projector
       c.   Determine how the users will login the network
4. Webinar Setup
       a.   Obtain configurations and login information

One Week from Start Date (Trainer):

1. Review training with training partner (if team teaching)
2. Gather course materials
       a.   Name tags, class handouts, etc.
3. Finalize training lab setup

Week of Training (Trainer):

1. Verify materials and setup
2. Check with IT Department that room is setup
3. Execute Training

Week after Training (Trainer):

1. Compile the surveys (? What is this – we did not review this)
2. Review surveys and the overall training with other Trainers

Course Procedures

To insure that the training is consistent, please adhere to the following guidelines.

Curriculum:

- The curriculum has been developed for BidBuy
- Stay on task with the lessons and use the BidBuy curriculum for the training.

When the class begins:

- Make sure everyone has a name tag
- Handout any training materials
- Introduce your credentials
- Ask the attendees to turn their cell phone ringers off
      o   If they need to take a call or leave for any reason, please exit the room quietly
- Discuss the use of a Parking Lot
      o   Specific job related questions that are not on task should be written down and discussed with you during break

During class:

- ✔ Create scenarios for each lesson for context (these are the examples) (? What are they creating?)
- ✔ The training should be hands on and all students should perform the lesson tasks
- ✔ After each lesson, review what they learned before you go onto the next lesson

At the end of class:

- ✔ Review the overall lessons learned throughout the day
- ✔ Give students a class survey to complete before they leave
- ✔ Show where Manuals are available online
- ✔ Handout Certification of Completion